

## Message

**From:** Scholten, Karly [Scholten.Karly@epa.gov]  
**Sent:** 3/23/2018 6:31:06 PM  
**To:** Thomas, Deb [thomas.debrah@epa.gov]  
**CC:** Bents, Benjamin [Bents.Benjamin@epa.gov]  
**Subject:** We Don't Make Widgets Book Notes  
**Attachments:** We Don't Make Widgets Book Notes.docx

Hi Deb,

Below is the draft agenda for the March BR. Please let me know if you would like to add or change anything. Attached is the We Don't Make Widgets Book Notes. Ben Bents and I worked together to identify some of the key points in the book. Please make any changes that help communicate the overall message of the book and the message you are hearing from Henry.

[SharePoint site](#) – for ease of access

### Region 8 Business Review Agenda – March 26, 2018

#### Senior Leadership Team Meeting Notes

1:00-3:00 p.m. (RA Conference Room)

Doug Benevento RA		Suzanne Bohan ARA ECEJ		K.C. Schefski RC	
Deb Thomas DRA		Kim Opekar DARA ECEJ		Paul Logan Dep RC	
Patrick Davis, Senior Advisor		Andrew Mutter Dir OCPI		Elyana Sutin Dep RC	
		Martin Hestmark ARA OPRA		Darcy O'Connor ARA OWP	
		Carl Daly DARA OPRA		Bert Garcia DARA OWP	
		Betsy Smidinger ARA EPR		Rick Buhl ARA TMS	
		Sandy Stavnes DARA EPR		Patrice Kortuem DARA TMS	
Diane Moon, Recorder					

#### 1. Review action items from previous meeting

Refer to action items tab in R8 Bowling Chart – Deb or Karly will read through each and capture status

#### 2. Performance metrics review – Bowling Chart

- Announcements/Updates
  - Henry Darwin will VTC into R8's April Business Review meeting – The meeting will be held on April 23
  - The PIN team will join us for the April Business Review
  - Recommend reading through the [We Don't Make Widgets](#) book
  - Data is pulled on the 1<sup>st</sup> calendar day of every month but input into the previous month's data column
- Review each draft measure and discuss the following – Karly will go through each measure
  - Updates on the measures
  - Questions and/or concerns we have about the measure
  - Data
    - How hard is the data to pull?
    - Does it come from a national system?

- Are we easily able to extract data for Indian country for each measure?

- Regional Office Specific Measures - Proposed metrics for Region 8
  - Updates/changes?

### 3. Countermeasures review (only review Reds and Yellows)

- None at this time

### 4. Breakthrough Projects Review

- None at this time

### 5. Priority projects/initiatives review

- None at this time

### 6. Kaizen event follow up

- Superfund and Brownfields kaizen event information - Betsy/Sandy

### 7. Kaizen event planning

- None at this time

### 8. Review of action items ID during meeting (with owner and due date, full list will be kept as tab in bowling chart) (Karly)

NOTE: For the most up-to-date list of action items, please review the bowling chart Action Item tab.

Action Item #	Date Assigned	Description of Action to be Taken	Action Owner	Due Date	Percent Completed	Notes	Completion Date

Thanks,

Karly